FRAMINGHAM PLANNING BOARD PROJECT REVIEW GUIDELINES

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Town of Framingham, Massachusetts
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Planning Board's Project Review Guidelines

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Article 1: Central Business (CB) Zoning District Design Standards

1.1 Procedural History

On March 27, 2001 the Planning Board held a public hearing, pursuant to G.L. c. 40A, s. 9, to consider proposed regulations governing Central Business District Design Standards. At the close of the public hearing, the Planning Board voted to adopt design standards for the Central Business District, to be considered and applicable in their review of all applications and proposals before the Planning Board that include proposed exterior renovation or new development in the Central Business District. This document constitutes the Planning Board's Central Business District Design Standards.

1.2 Design Standards

Buildings shall be of a design similar or complementary to the architecture in historic Downtown Framingham in terms of scale, massing, roof shape, spacing and exterior materials. These design standards are intended to provide for quality development that maintains a sense of history, human scale and pedestrian-oriented character.

Scale	All structures shall relate well to the pedestrian scale.
Form and Bulk	Facades and roof lines shall be designed to reduce the massing and bulk so that it appears as a group of smaller masses with a distinct vertical orientation.
Façade	Façade materials shall be compatible with the fabric of the district. Traditional materials such as masonry and wood are encouraged for the exterior facades. The architectural vocabulary should include appropriate colors, materials, details, fabric awnings, uniform signage and lighting fixtures. Glass curtain walls and spandrel-glass strip windows shall not be used. The use of blank walls on the front façade(s) (where the building fronts on a street or streets) at the street level shall not be allowed.
Façade Easements	The Planning Board may require applicants seeking a special permit for use to employ façade easements where development proposals involve demolition or major alteration of existing buildings on the Inventory of Cultural Resources or within the National Register Districts.
Storefronts	Storefront design shall be integrated with the upper floors to be compatible with the overall façade character. Buildings with multiple storefronts shall be unified through the use of architecturally compatible materials.
Windows	Ground floor retail, service and restaurant uses, and ground floor lobbies serving other uses, shall have large pane display type windows which may be subdivided into smaller panes. Such windows shall be framed by the surrounding wall and shall not exceed 75% of the total ground level façade area. For all floors above the first floor, the front facade(s) shall contain windows covering at least 15% of the facade surface. Window types should be consistent with the style of the structure and compatible with those found on historic structures in the Central Business District. Snap in divider muntins shall be discouraged in the front façade(s). Storm windows shall not disguise or hide original windows.
Roofs & Roof Lines	New construction, including new development above existing buildings, may incorporate any form of flat or pitched roof, but such roofs shall be complementary to the roofs of existing historical structures in the Central Business District. Roof lines shall terminate in a detailed cornice.
Doorways	Exterior doors shall be compatible with the materials, style and color of the building.
Rhythm	Windows and doorways shall be arranged to give the facade a sense of balance and to complement the historic fabric of the National Register Districts.
Service Areas, Utilities and Equipment	Service and loading areas and mechanical equipment and utilities shall be unobtrusive or sufficiently screened and shall incorporate effective techniques for visual and noise buffering from adjacent uses.

Upper Story Stepback	The Planning Board shall require step backs of the 5th and 6th stories to: reduce mass and bulk; preserve solar access to the active streetscape below; provide roof top gardens or other forms of open space, and to provide undulating façade rhythm to create architectural interest within the Central Business District.
Parking	Off-Street Parking shall be located behind or within buildings, underground or in a parking structure. Parking shall not interrupt pedestrian routes or negatively affect surrounding neighborhoods.
Parking Structures	To the extent reasonably feasible, all parking structures shall meet the following design criteria: a) Where parking structures front streets, retail and other non-residential uses shall be encouraged along the ground level frontage to minimize interruptions in pedestrian interest and activity. b) Pedestrian scale elements, awnings, signage and other architectural details and elements (such as openings, sill details, emphasis on vertical proportions) and other architectural features shall be incorporated into the design to establish pedestrian scale at the street. The architectural design shall be compatible with existing historical structures in the Central Business District in terms of style, mass, material, height, roof pitch and other exterior elements. c) Auto entrances shall be located to minimize pedestrian/auto conflicts.

Article 2: Landscape Design Guidelines

Article 2.1 Purpose

Landscape Design Guidelines (LDG) are provided to Applicants to ensure compliance with Board recommended plantings and best practices to be employed for landscape plantings, site design and all integral components of landscaping relative to site design of projects. The Planning Board seeks to promote proper development of all integrated aspects of unified site design including effective storm water management as well as the use of landscape buffers and screens in an effort to improve functionality, aesthetic appeal and overall, the preservation of site ecology.

Article 2.2 Recommended Guidelines for Projects

1. Landscape design should be suitable to the existing site topography, drainage, water table depth, and/or soil type.
2. Applicants are encouraged to exercise creativity by using diversity in planting choices in order to avoid establishing a mono-culture among projects.
3. Landscaped areas should be designed in conjunction with traffic engineering studies to promote maximum unimpeded site circulation while enhancing site aesthetics. Elements should integrate safe pedestrian, bicycle, and vehicle movement onto and within the project site.
4. Landscape design should provide effective buffers and screens.
5. Landscape designs with a permanent irrigation system shall be shown on final as-built plans.
6. Landscape design should be functional, aesthetically pleasing, provide definition to the streetscape, complement building design, and enhance other miscellaneous site amenities.
7. Landscape materials should be durable and chosen for long-term success of the project. Native, salt, and/or drought tolerant species are highly desirable, for all projects in Framingham.

Article 2.3 Invasive and Restricted Landscape Plantings

1. Invasive plant species are prohibited as part of landscape design. For the most current list of invasive plants please refer to Massachusetts Department of Conservation and Recreation (DCR). The following invasive species are prohibited:
    - *Acer plantanoides* - Norway Maple
    - *Acer pseudoplatanus* – Sycamore maple
    - *Ailanthus altissima* – Tree of heaven
    - *Phellodendron amurense* – Amur corktree
    - *Robinia pseudoacacia* – Black locust
    - *Acer ginnala* – Amur maple
    - *Syringa reticulata*- Japanese tree lilac
2. Trees and plants with limited use restrictions are as follows:
    - *Thuja* – Arborvitae shall only be permitted as a screen around dumpsters and other appropriate places on-site as approved by the Planning Board.
    - Nut, fruit, seed, and sap producing trees are discouraged in high traffic and pedestrian areas. These trees are encouraged in areas away from pedestrians and motorized vehicles:
        - *Carya ovate* – Shagbark hickory
        - *Fagus grandifolia* – American beech
        - *Platanus occidentalis* – American sycamore
        - *Quercus alba* – White oak
        - *Quercus macrocarpa* – Bur oak

Article 2.4 Landscape Plantings Design

Applicants are encouraged to work with a horticulturist and/or landscape architect who is licensed and/or registered in the Commonwealth of Massachusetts to assist in the selection of appropriate plantings.. Appendix A herein provides a list of plantings most commonly used and approved by the Planning Board. Applicants should consider plantings that are site appropriate to ensure the best success for their survival. The Planning Board's planting list is not an inclusive list, and other species may be considered.

Article 2.5 Zoning and Plan Format Requirements

1. Sections IV.B. IV.K.8., and VI.F of the Zoning By-Law should be referenced for landscaping requirements.
2. Landscape plan sheets shall contain a landscape schedule as provided in Appendix B.
3. The Planning Board reserves the right to disapprove a planting that is deemed inappropriate for specific sites.

Article 2.6 Landscape Design

2.6.1 Tree spacing

1. Trees should be an adequate and appropriate distance from the street curb, dependent upon the species and required area necessary for optimal growth.
2. Trees should be planted within an appropriate distance from streetlights, hydrant, poles, transformers, telephone box, manhole, driveway approaches, and other manmade structures.

3. In general large trees and shrubs should not be planted under or within the area of any utility without prior consultation with the Department of Public Works and the utility company. Appropriate trees near power lines, small spaces, and light fixtures can be found in Appendix A, list Small Trees.

2.6.2 Crown Clearance

1. Street trees should be selected that provide an appropriate clearance and have limited understory growth to avoid interference with roadways and utilities.

2.6.3 Mulch

1. The use of mulch is encouraged around the bases of trees, shrubs, and areas where grass or sod is not practical. Mulch should be used to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds.
2. Avoid the overloading of mulch known as "mulch volcanoes," which prevents air movement and increases disease susceptibility.
3. Mulch should not be installed over site improvements (i.e. underground utility boxes).

2.6.4 Grasses and Groundcover

1. Ornamental grasses should be incorporated into landscape design where appropriate.
2. Landscape areas that are difficult to maintain grass or sod should incorporate groundcover (Xeriascaping) into project design.

2.6.5 Buffering, Screening, and Berms

1. Landscape buffers and screens in combination with fencing, berms, or plantings should be used to reduce possible negative impacts of light and noise levels, and air pollution.
2. The installation of landscape buffers and screens should be employed when a nonresidential project is adjacent to existing or proposed residential uses.
3. Berms may be used to enhance landscape buffers and screenings while providing greater visibility for ornamental and specimen plantings. Plant selections for berms must be located to promote good plant health in addition to providing sufficient room for growth.

2.6.6 Parking and Walkways

1. Parking islands are required to be vegetated, preferably with groundcover and shrubs to discourage pedestrians and bicyclist from moving through them. If pedestrian and bicycle access through the islands is desired a pathway constructed of pavers shall be installed.
2. Parking islands and walkways should be defined by vertical curbing constructed of durable granite or precast concrete that will withstand snowplowing, site maintenance, and traffic conditions.
3. Parking islands should be located in areas that do not conflict with other site improvements and/or activities.
4. Parking islands should be of sufficient size to ensure landscape survival.
5. Walkways should be constructed with aggregate or precast concrete, brick, or alternative material that enhances site design, color contrast, and durable.
6. Landscape design should enhance accessibility and not conflict with it.

2.6.7 Screening of Accessory Structures

1. Transformers, trash enclosures, other accessory structures should be screened with appropriate landscape plantings. Appropriate trees near power lines, small spaces, and light fixtures can be found in Appendix A, list Buffering Trees and Shrubs.

2.6.8 Boulders and Fieldstone

1. Landscape design may incorporate boulders, fieldstone, and stonewalls or other hardscape features.

2.6.9 Retaining Walls

1. Retaining walls should be constructed out of durable material; cement concrete and non-decorative block should be avoided.
2. Wall height is measured from grade level in front of the wall at a given location, to the grade level behind the wall at the same cross section.
3. Gabions should not be used.
4. Terracing of retaining walls may be required. A terraced retaining wall should be setback from the lower wall at least two times the height of the unbalanced fill retained by the lower wall. The walls shall be considered as separate walls. If a successive wall is setback from a lower wall less than two times the height of the unbalanced fill retained by the lower wall, the walls shall be considered as a single wall.

2.6.10 Stormwater Drainage and Resource Areas

1. Drainage Basin
    1. Rip-rap
        1. Rip-rap should be used in areas to control erosion where slopes are severe.
        2. Rip-rap should be placed by hand and not by machine.
        3. Prior to the placement of rip-rap stone, infiltration fabric should be placed on exposed soils.
        4. Above a rip-rap slope native trees and shrubs should be planted to buffer and protect the top of the slope.
        5. Rip-rap should be of appropriate size and color to compliment site design.
        6. Gabions should be avoided.
    2. Stormwater filtration system
        1. Oil water separators and stormwater separators should be incorporated into site design for the separation of solids from liquids during weather event.
    2. Swales and Vegetated Filter Strips
        1. Swales and vegetated filter strips should be incorporated into the site design to collect run-off from the site.
        2. Swales and vegetated filter strips should be used as snow storage and snow melt treatment areas.

2.6.11 Low Impact Development Techniques

1. Where feasible site design should incorporate Low Impact Development (LID) Techniques (i.e. bio-retention cells, vegetated swales, filter strips, disconnected impervious areas, permeable pavers, curb cuts, open channels, submerged gravel wet areas, etc.)

Article 2.7 Landscape Maintenance

1. Landscape Maintenance Plan
    1. Developers and property owners must provide a landscape management plan with the application submittal.

2. Areas where Low Impact Development (LID) Techniques have been incorporated into the site, the developer should provide a landscape maintenance plan specific to each feature.

2. General Maintenance Requirement
    1. Vegetation should be maintained in a healthy, vigorous growing condition, free from disease and pests.
    2. Natural organic fertilizers or "bridge" fertilizers shall be used.
    3. Mulch volcanoes are not allowed.
    4. Tree topping or pruning of the leaders is prohibited.
3. Irrigation
    1. Irrigation plans shall be required with landscape plans.
    2. All automatic lawn-watering systems should be equipped with a timing device in addition to a moisture-sensing device that will prevent the system from starting automatically when not needed.
    3. All automatic lawn-watering systems should be installed with an approved backflow prevention device. Said device will be inspected initially and periodically thereafter as part of the landscape maintenance plan.

Article 2.8 As-Built Plan and Certification Requirements

Final As-Built-Plans shall be submitted at the end of construction prior to the issuance of the final occupancy and use permit.

Appendix A: Framingham Preferred Planting List

Tall Trees – Tall trees may be used for street tree under the appropriate condition:

Ginkgo biloba - Ginkgo (male only)
Gledistsia triacanthos var. inermis (thornless, fruitless species only) – Honey locust
Liriodendron tulipfera - Tulip tree/tulip popular
Plantanus x acerifolia - London planetree
Tilia tomentosa - Silver linden
Tilia cordata - Little-leaf linden
Ulmus americana - American elm (cultivars also encouraged include 'Homestead,' 'Princeton,' Valley Forge'
Acer campestre - Hedge maple
Acer rubrum – Red maple*
Acer rubrum 'armstrong' - Armstrong maple
Acer saccharum – Sugar maple*
Zelkova serrata 'Village Green' – Japanese zelkova 'village green'
Liquidambar styraciflua 'Slender Silhouette' - Columnar sweetgum
Oxydendrum arboretum - Sourwood

Small Trees – Small trees may be utilized under overhead wires as street trees where appropriate. Small trees may be utilized throughout the site.

Betula alleghaniensis – Yellow birch
Betula populifolia – Gray birch
Betula occidentalis – River birch
Ilex opaca – American holly
Amelanchier sp. - Serviceberry
Cercis Canadensis - Eastern redbud
Cornus florida – Flowering dogwood
Cornus kousa - Kousa dogwood
Crataegus phaenopyrum- Washington hawthorn
Magnolia virginiana - Sweet bay magnolia
Magnolia grandiflora – Bull bay magnolia
Prunus serotina – Black cherry
Prunus x. autumnalis/sargentii/yoshino – Cherry species

Buffering and Park Trees – Buffering and park trees shall be utilized away from pedestrian and vehicle parking areas where appropriate.

Picea pungens – Colorado spruce
Quercus coccinea – Scarlet oak
Quercus palustris – Pin oak
Fagus grandifolia - American beech
Metasequoia glyptostroboides - Dawn redwood
Platanus occidentalis - American sycamore
Quercus macrocarpa - Bur oak
Picea glauca – White spruce
Tsuga Canadensis – Canadian hemlock
Abies balsamaea – balsam fir
Abies concolor – Concolor fir
Abies fraseri – Fraser fir
Abies grandis – Grand fir
Chamaecyparis thyoides – Atlantic white cedar
Corylus Americana – American hazelnut

Shrubs

Taxus canadensis – Canada yew
Viburnum lentago – Nannyberry
Viburnum trilobum – American cranberry
Ceanothus americanus – New Jersey Tea
Cephalanthus occidentalis – Buttonbush
Ilex glabra – Inkberry shrub
Ilex verticillata – Winterberry
Amelanchier Canadensis – Serviceberry
Cercis Canadensis – Eastern redbud
Sambucus Canadensis – Elderberry
Aronia melanocarpa – Black chokeberry
Magnolia liliflora 'Nigra' x stellate 'Rosea" – Ann Magnolia
Rhododendron – Rhododendron
Comptonia peregrina – Sweet fern
Cornus racemosa – Gray dogwood
Myrica pensylvanica – Bayberry
Aronia species – Chokeberry
Chamaecyparis obtusa – Hinoki cypress
Hypericum frondosum – golden St. John's wort
Hypericum prolificum – shrubby St. John's wort
Ilex opaca – American Holly
Itea virginica – Sweet spire
Juniperus communis – Pasture juniper
Juniperus horizontalis – Creeping juniper
Amelanchier arborea – Downy serviceberry
Amelanchier laevis – Alleghany serviceberry
Cornus species – Dogwood species
Clethra alnifolia – Sweet pepperbush
Physocarpus opulifolius – Eastern ninebark
Rhus aromatic – Fragrant sumac
Rosa virginiana – Virginia rose
Viburnum acerifolium – Maple leaf viburnum
Viburnum prunifolium – Blackhaw viburnum
Spiraea Salicifolia – Spirea

Appendix B: Landscape Schedule

LANDSCAPE SCHEDULE

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
SHADE TREE					
NS	5	NYSSA SYLVATICA	SOURGUM OR TUPELO	2 1/2-3" CAL.	B+B
QR	7	QUERCUS RUBRA	RED OAK	2 1/2-3" CAL.	B+B
QP	2	QUERCUS PALUSTRIS	'EMERALD PILLAR' PINE OAK (COLUMNAR)	2 1/2-3" CAL.	B+B
	14				
ORNAMENTAL TREE					
CC1	1	CERCIS CANADENSIS	EASTERN REDBUD	8-10' MIN HEIGHT	UPRIGHT PLANTS
EVERGREEN SHRUB					
CC	14	CHAMAECYPARIS 'GRACILIS'	HINOKI CYPRUS	8" MIN HEIGHT	B+B
ICG	23	ILEX X MESERVEAE 'CHINA GIRL'	CHINA GIRL HOLLY	42" MIN HEIGHT	B+B
IGC	44	ILEX GLABRA COMPACTA	DWARF INKBERRY HOLLY	42" MIN HEIGHT	#5 CAN
IGS	11	ILEX GLABRA 'SHAMROCK'	SHAMROCK INKBERRY HOLLY	42" MIN HEIGHT	#5 CAN
IVWR	15	ILEX VERTICILLATA 'WINTER RED'	WINTER RED WINTERBERRY HOLLY	42" MIN HEIGHT	#5 CAN
KL	9	KALMIA LATIFOLIA	MOUNTAIN LAUREL	42" MIN HEIGHT	B+B
RM	15	RHODODENDRON MAXIMUM 'ROSEBAY'	ROSEBAY RHODODENDRON	4-5' MIN HEIGHT	B+B
TH	20	"TAXUS MEDIA "HICKSII"	HICKS YEW	42" MIN HEIGHT	B+B
	151				
DECIDUOUS SHRUB					
CA	12	CLETHRA ALNIFOLIA	SUMMERSWEET CLETHRA	42" MIN HEIGHT	#5 CAN
CAR	32	CLETHRA ALNIFOLIA 'ROSEA'	PINK SUMMERSWEET CLETHRA	42" MIN HEIGHT	#5 CAN
CS	12	CORNUS SERICEA (FORMERLY STOLONIFERA)	RED OSIER DOGWOOD	42" MIN HEIGHT	B+B
HPG	2	HYDRANGEA PANICULATA 'GRANDIFLORA'	PEE GEE HYDRANGEA	42" MIN HEIGHT	#5 CAN
HM	15	HYDRANGEA MACRIPHYLLA 'ENDLESS SUMMER'	ENDLESS SUMMER	42" MIN HEIGHT	#5 CAN
MP	23	MYRICA PENSYLVANICA	NORTHERN BAYBERRY	42" MIN HEIGHT	B+B
SBAW	26	SPIREA X BUMALDA 'ANTHONY WATERER'	ANTHONY WATERER SPIREA	42" MIN HEIGHT	#5 CAN
SJLP	7	SPIREA JAPONICA 'LITTLE PRINCESS'	LITTLE PRINCESS SPIREA	42" MIN HEIGHT	#5 CAN
SPMK	23	SYRINGA PATTULA 'MISS KIM'	MISS KIM LILAC	42" MIN HEIGHT	B+B
VA	26	VACCINIUM ANGUSTIFOLIUM	LOWBUSH BLUEBERRY		#1 CAN
VC	27	VACCINIUM CORYMBOSUM	HIGHBUSH BLUEBERRY	42" MIN HEIGHT	#5 CAN
	205				
PERENNIAL					
GMR	31	'ROZANNE' CRANSEBILL	GERANIUM MACRORRHIZUM	1 GAL.	CONTAINER
PA	54	PENNISETUM ALOPECUROIDES	DWARF FOUNTAIN GRASS	1 GAL.	CONTAINER
RF	341	RUDBECKIA FULGIDA 'GOLDSTRUM'	BLACK EYED SUSANS	1 GAL.	CONTAINER
RRM	37	ROSA 'PINK MEIDILAND'	PINK MEIDLAND ROSE	1 GAL.	CONTAINER
SAJ	27	SEDUM X 'AUTUMN JOY'	AUTUMN JOY SEDUM	1 GAL.	CONTAINER
XS	20	XANTHORIZA SIMPLICISSIMA	YELLOWROOT	1 GAL.	CONTAINER
	509				

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN AMOUNTS SHOWN IN THE PLAN AND THE PLANT LIST, THE PLAN SHALL DICTATE.

SPECIAL LANDSCAPE NOTES

1. CONTRACTOR SHALL SUBMIT AN IRRIGATION SYSTEM DESIGN TO THE PLANNING DEPARTMENT FOR REVIEW & APPROVAL PRIOR TO CONSTRUCTION.
2. MULCH TO BE PLACED IN SHRUB BEDS NO GREATER THAN 12" FROM THE DRIP LINE
3. REPLACE EXISTING SOIL IN PLANT BEDS WITH TOPSOIL TO A DEPTH OF 24" MINIMUM
4. REMOVE SOIL FROM STEMS OF ROOT FLARE AREA.
5. PLANT MATERIAL TYPES, QUANTITIES AND LOCATIONS SHALL NOT BE MODIFIED EXCEPT WITH PERMISSION OF THE PLANNING BOARD, DURING INITIAL INSTALLATION.
6. EXISTING SOIL (TOPSOIL) SHOULD BE REUSED AS MUCH AS POSSIBLE. LOAM BORROW SHOULD ONLY BE BROUGHT IN AS NEEDED. BOTH TOPSOIL AND LOAM BORROW SHOULD BE TESTED BY A UNIVERSITY AGRICULTURAL LAB, SUCH AS UMASS SOIL TESTING LAB, TO DETERMINE IF IT NEEDS AMENDMENTS. LAB SHOULD PROVIDE RECOMMENDATIONS FOR AMENDMENTS BASED UPON PLANTING TYPE, EVERGREEN DECIDUOUS, LAWN, ETC.
7. CONTRACTOR SHOULD FURNISH PLANTS IN QUANTITIES AS SHOWN ON PLANS, NOT IN SCHEDULE.
8. REMOVE SOIL FROM TRUNK FLARES OF TREES AND STEMS OF SHRUBS TO DETERMINE ACTUAL TOP OF ROOTBALL AREA.
9. FERTILIZE AS NEEDED PER RECOMMENDATIONS OF SOIL TESTING LAB.
10. THERE IS A 2-YEAR GUARANTEE REQUIRED.
11. NO PLANT MATERIAL CHANGES WITHOUT PERMISSION OF THE LANDSCAPE ARCHITECT.
12. TREES AND SHRUBS SHALL BE B+B OR CONTAINER – NO BARE ROOT.
13. SEEDING – LOAM AND TOPSOIL SHOULD BE 6" AFTER SETTLEMENT, MIN. FERTILIZE AND LIME PER SOIL TESTING LAB RECOMMENDATIONS.
14. DO NOT OVER-COMPACT PLANTING AREAS. IF AREAS BECOME COMPACTED, DISC TOP 4"-6" TO UNCOMPACT.
15. LOAM- OBTAIN LABORATORY TEST FOR TOPSOIL AND LOAM BORROW. ASK FOR pH (5.5 TO 6.5 PREFERRED), BUFFER pH, ORGANIC MATTER (5 TO 10%), SOLUBLE SALTS, AND SOIL TEXTURE.
16. ADD MICORRHIZA SPORES IN PLANT BEDS AND PITS.
17. TREES AND SHRUBS SHALL BE TAGGED BY THE LANDSCAPE ARCHITECT.
18. TREE PITS SHOULD BE FLOODED 2 TIMES IN SUCCESSION WITH WATER, AND EVALUATED FOR DRAINAGE CHARACTERISTICS AFTER A 24 HOUR PERIOD.
19. CONTRACTOR SHOULD PLAN TO PROVIDE CLEAN POTABLE WATER, HOSES AND ALL EQUIPMENT TO WATER PLANTS.
20. PLANTS SHOULD BE WATERED FROM TIME OF DELIVERY UNTIL ACCEPTANCE.
21. USE TREEGATERS TO PROVIDE SLOW, DEEP WATERING FOR TREES.
22. GENERAL CONTRACTOR TO REMOVE EXISTING INVASIVE SPECIES ON SITE (NORWAY MAPLE, BUCKTHORN, KNOTWEED, ETC.). CONTROL OF INVASIVE SPECIES SHOULD BE MONITORED THROUGH REGULAR, PERIODIC MAINTENANCE
23. GENERAL CONTRACTOR TO REMOVE ROOT BASKETS, BURLAP, WRAPS AND TIES ENTIRELY AND DISCARD.
24. GENERAL CONTRACTOR TO UTILIZE STRAW FOR EROSION CONTROL.
25. THE INTENT OF THE SHRUB PLANTINGS ARE TO GROW INTO MASSES FOR SCREENING AND VISUAL INTEREST.

Article 3: Site Plan Review Plan Requirements

Section 3.1 Site Plan Review site plan requirements

Section 3.1.1 Applications for both **major** and **minor** site plan review shall submit plan sets with a **cover sheet** containing the following information.

1. Address(es) of the proposed project;
2. Identification of parcel by Parcel ID;
3. Project Title;
4. Prepared by/Prepared for;
5. Professional Engineer and/or Land Surveyor licensed in the Commonwealth of Massachusetts stamp and signature;
6. Registered Architect stamp and signature;
7. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV. E, Dimensional Regulations;
8. Parking Table, showing the existing number of parking spaces, required number of parking spaces, and the proposed number of parking spaces. This Table shall include the dimensions of the proposed parking spaces, number and dimensions of the handicap accessible spaces, and number and dimensions of loading spaces;
9. Maximum seating capacity, number of employees, or sleeping units if applicable;
10. Color architectural renderings; and
11. Locus Map to allow adequate consideration of the surrounding neighborhood, a plan of adjacent properties shall be presented at a scale of not less than one inch equals 100 feet or at the same scale as the proposed site plan if practical. This plan shall show the general characteristics of all lands within 300 feet of the proposed site or such other distance as may be reasonably required, including structures, parking areas, driveways, pedestrian ways, and natural characteristics. Any structures or significant change in topography within 50 feet of the lot line shall be located precisely on said plan.

Section 3.1.2 Applicants for both **major** and **minor** Site Plan Review shall include the following information on **all plan sheets**:

1. Address(es) of the project, identification of parcel by Parcel ID, and Project Title;
2. Plan sets shall be accurately drawn to a scale of one inch equals 20 feet to one inch equals 60 feet, where practical and appropriate to the size of the proposal;
3. Planning Board Signature Block at approximately the same location on each page of the submitted plans;
4. North arrow and scale of drawings;
5. Date of plan and revision dates;
6. Location of pedestrian areas, walkways, flow patterns and access points, and provisions for handicapped parking and access, and bicycle accommodations; and

7. Locations and dimensions, including total ground coverage, of all driveways, maneuvering spaces and aisles, parking stalls and loading facilities, and proposed circulation of traffic.

Section 3.1.3 Applicants for **major** Site Plan Review shall include the following sheets within a **plan set** shall include the following sheet where applicable:

1. Existing Conditions site plan, showing the locations of all infrastructure on- and off- site, including sidewalks and roadways which are public and private, square feet and dimensional of all existing buildings on-site, existing off-street parking areas with dimensions of landscaping area;

2. A landscape plan at the same scale as the site plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree.
3. A photometric plan showing both the intensity of illumination expressed in foot-candles at ground level to the property's boundaries and the location, orientation, height, wattage, type, style, and color of outdoor luminaire(s) for all existing and proposed lighting. Photometric plan and details should be designed in accordance the Article 22: Site Plan Review Lighting Requirements, in the Planning Board's Rules and Regulations, herein.
4. Dimensions of proposed buildings and structures, including gross floor area, floor area ratio, total lot coverage of building, and breakdown of indoor and outdoor floor area as to proposed use. Area dimensions to include Lot Coverage of Building, Paved Surface Coverage, and Landscaped Open Space and Other Open Space, with percentages of these items to be provided and to total 100 percent of the lot area.
5. Parking Plan showing the drive aisle widths, turning radius, stall heights and widths, locations of pedestrian and bicycle amenities, and landscaping.

Applicants for **minor** site plan review shall include the sheets within a plan set forth in subsection 21.1.3 above where applicable, except the plans set forth in subsection 21.1.3.3 need not be submitted for **minor** site plan review.

Article 4: Site Plan Review Lighting Requirements

Section 4.1

These lighting requirements apply to all outdoor lighting, for all projects being reviewed by the Planning Board. Lighting requirement shall meet the most current International Energy Conservation Code (IECC) standards, comply with the Outdoor Lighting Code Handbook published by the International Dark-Sky Association, and comply with the American Disabilities Act (ADA) and Architectural Access Board (AAB). Lighting whether attached to buildings, poles, structures, or self-supported, within hardscape and/or landscaped areas, near the entrance of buildings, sales and non-sales canopies, outdoor sales areas, building facades, and/or within pedestrian ways shall be fully reviewed by the Planning Board to ensure adequate lighting for the use and location is provided. Lighting requirements set forth, herein shall apply to all luminaires for any lot

undergoing new development, or a modification or expansion under a site plan review permit.

Section 4.2

A Photometric Plan shall be submitted to the Planning Board as part of a Site Plan Review Application package for new or redevelopment projects. The Photometric Plan shall include the location, height, shield type, and lumen rating for all of the existing and/or proposed outdoor luminaires.

Section 4.3 Luminaire Design Standards

1. Lighting shall be designed not to exceed the light levels necessary for the use and location. Lighting shall be designed to provide a safe and adequately illuminated outdoor area.
2. Installation of energy efficient outdoor light fixtures is required.
3. All luminaires must be fully shielded to decrease levels of light trespass onto adjacent properties, roadways, or environmentally sensitive areas.
4. Existing luminaires which cause light trespass and glare shall be removed during the construction phase of the project and replaced with new compliant lighting. All luminaries shall be fully shielded so that all direct light cast in the direction of abutting lots or adjacent streets is cut off at an angle no more than a cone angle of 45 degrees measured from a vertical line directly below the luminaire and shall not exceed the lumen value specified above. The cut-off may be accomplished by the luminaire photometric properties, or by a supplementary external shielding.
5. Strobes, searchlights, flashing lights, and laser illumination, are prohibited.

Section 4.4 Sites shall be designed to comply with the maximum permitted light levels, as stated herein.

1. Parking Lots, Sidewalks, and Bikeways – 1.5 Lumens, per square foot of the area.
2. Building Entrance Areas – 5 Lumen, per linear foot of the width of all doors
3. Building Canopies –5 Lumen, per square foot of the ceiling area of a walkway canopy
4. Retail Sales Canopies – 10 Lumen, per square foot of the ceiling area of a service station; 5 lumen per square foot of the ceiling area of retail sales canopies
5. Retail Sales Frontage and Outdoor Sales Areas: The Planning Board, at its discretion, will determine the appropriate light levels on a case by case basis.

Section 4.5 Light trespass from a site under review by the Planning Board is prohibited, for both new and existing lighting. The Applicant shall have a Lumen of zero at all lot lines.

Section 4.6 Each site shall be designed to decrease light levels after the closure of the site.

1. Exterior Site Lights shall be turned off one hour after the last person leaves the building, and shall remain off one hour prior to the opening of the building. Lighting may be replaced by security lighting if necessary.
2. Exterior Spot Lights shall be controlled by motion detectors or infrared sensors and shall be activated for no more than 10 minutes of "on-time" and shall be exempt from the hours-of-operation restriction. The motion detector shall be adjusted so that normal movement of vehicles, pedestrians, or traffic along a street or way shall not cause activation.
3. Flood lights, spot lights, and other site lighting may not be used as a substitute for security of the building or property.

Section 4.7 The following lights shall be exempt from Article 22 set forth herein.

1. Temporary holiday lights, which shall not exceed 12 weeks in one calendar year.
2. Emergency lighting required by the Framingham Fire, Police, and/or other official or utility emergency personnel. Such lighting shall minimize any detrimental effects of glare onto passing vehicles, abutting residential properties, and/or pedestrians.
3. Temporary lighting used on construction sites. Such lighting shall minimize any detrimental effects of glare onto passing vehicles, abutting residential properties, and/or pedestrians.
4. Lighting associated with signage. Lighting associated with signage shall fall under the jurisdiction of the Building Department.

Section 4.8 Enforcement of Article 22 herein shall be by the Building Commissioner.